



**Faith • Family • Excellence**

# Job Description Deputy Headteacher

Cidari Multi Academy Trust  
Baines Endowed Church of England Primary Academy  
Salary: Leadership  
Reporting to: Headteacher  
Deployed by: Headteacher

Prepared by:	Laura Wright-Dixon	Approved by:	Matt McIver
Prepared on:	8th April 2025	Approved on:	25th April 2025
Reviewed by HR:	Laura Wright-Dixon	Permitted use:	Cidari Primary Academies
Reviewed on:	24th April 2025	Applicable Terms	STPCD & Burgundy Book

The Deputy Headteacher shall carry out the professional duties as described in the School Teachers' Pay and Conditions Document including those duties particularly assigned by the Headteacher and would be expected to have considered these in relation to the school where you are based.

The Deputy Headteacher will support the Headteacher: in ensuring the educational success of the school within the framework of the school's and Cidari's strategic plans; in establishing a culture that promotes excellence, equality and high expectations of all pupils and will support and promote the Christian distinctiveness of the school (for our church schools) and the aims of Cidari.

The appointment is subject to the current conditions of employment within Cidari contained in the School Teachers' Pay and Conditions document and other current educational and employment legislation, including that of the Department for Education.

## Purpose of the role:

Discharging their role within the Christian context, the Deputy Headteacher will work in partnership with the Headteacher and other SLT members defining, articulating, and implementing the mission and values of the Academy and wider Trust. Through effective communication and engagement of all stakeholders, the Deputy Headteacher must be able to offer skills and expertise which not only support the Academy but can also be rolled out and utilised across the wider Cidari family.

An ambassador for the Academy and Cidari, the Deputy Headteacher is expected to work proactively and collaboratively across The Trust to share best practice, raise standards and support wider Trusts objectives.

## 1. Key Responsibilities

The specific nature and balance of responsibilities will vary according to the needs of the Academy but in the main, you will:

- Deputise for the Headteacher
- Have responsibility, in conjunction with SLT, for the development of planning, coverage and delivery

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Chief Executive: Peter Ashworth

Cidari Education Limited trading as Cidari Multi Academy Trust (08822760)





of the National Curriculum and teaching and learning policies

- A class teaching commitment within Key Stage 2
- Lead teaching and learning throughout the school
- Oversee the curriculum to play a key role in supporting the vulnerable pupils in the Academy
- Support the Headteacher in Academy self-review procedures, including the strategic use of analysis of performance data, and the formulation of the Academy development plan
- Within the Christian context, implement and maintain the discipline of the Academy
- Carry out the appraisal of designated staff
- Promote the values and achievements of the Academy and The Trust to the community
- Lead, drive, motivate, support, challenge and develop middle leaders to secure improvement across the Academy
- Take collective worship when required
- Lead in the further development of the teaching of core and foundation subjects

## 2. Qualities, Knowledge & Culture

Within the Academy's Christian ethos, the Deputy Headteacher will:

- Reflect the Academy's vision and aims by promoting and developing a learning and caring culture
- Demonstrate leadership by example
- Set high standards, acting as role models for colleagues
- Show a commitment to enabling all pupils to maximise their achievements
- Contribute to the provision of a safe and secure learning environment
- Support the Academy's endeavours to meet the needs of its community
- Manage staff in a way that promotes their skills, confidence, and expertise
- Participate in the Academy appraisal process



- Have responsibility, in conjunction with SLT, for the development of planning, coverage and delivery of the National Curriculum and teaching and learning policies
- Support the Headteacher in the Academy's self-review process

### 3. Leading and Managing Staff

By embodying, and modelling the culture, values and ethos of the Academy and Trust the Deputy Headteacher will:

- Lead, drive, motivate, support, challenge and develop staff to secure improvement
- Support the Headteacher and Governors in accounting for the efficiency and effectiveness of the Academy to all relevant stakeholders
- Actively participate in Academy/community events
- Participate in recruitment and selection as agreed by the Headteacher

### 4. Strategic Direction and Development of the Academy

Assist the Headteacher in shaping the vision and direction of the Academy, setting out very high expectations and with a clear focus on pupil achievement

- Play a significant role in setting aims and objectives for the Academy and in formulating the Academy development plan along with the Headteacher, governors and senior leaders
- Take responsibility for developing and monitoring policy and practice as laid down in the Academy development plan, and in agreement with the Headteacher
- Assist the Headteacher in Academy self-review and evaluation and in the effective planning and management of resources to secure improvements
- Demonstrate strategic vision and planning, leading on detailed information, including the strategic use of performance data analysis to support staff deployment recommendations and to set targets
- Ensure that analysis leads to improved rates of children's progress and overall attainment levels across the designated phase or whole school
- Support the Headteacher in curriculum reviews based on results and data analysis
- Lead and support the Academy in all areas of Literacy provision and Curriculum development
- To develop and support an effective CPD programme focused on enhancing learning
- Take an active role in developing and implementing an engaging, motivating, and inspiring



curriculum, leading expert planning and delivery and supporting ongoing curriculum evaluation

- Demonstrate effective leadership in supporting the Academy's provision for a positive behaviour system, building on existing practises, reviewing policy and practice, implementing changes where appropriate and monitoring

## 5. Safeguarding

Deputy Headteachers:

- Promote the expected standards of behaviour which assist positively towards pupil outcomes
- Create and maintain an effective partnership with parents/carers to improve children's achievement and personal and social development
- Determination of pupil groupings
- Development of a culture of independent learning

## 6. Leadership

As a member of the Leadership Team, the Deputy Headteacher will:

- Work with the Headteacher to lead, motivate, support, challenge and develop all staff to secure continual improvement including his/her continual professional development
- Be an example of all Academy policies and practices
- Support the headteacher to lead in the performance management of all teaching staff and support staff
- Work with the Headteacher to deliver an appropriate programme of appraisal for all staff including quality coaching and mentoring, in line with the Academy development plan and appraisal
- Be a positive role model to others
- Lead professional conversations
- Share good practices and provide effective challenge both within the Academy and the wider Trust
- Have a shared responsibility for the overall development and accountability of middle leaders, including setting performance targets, and support with professional development
- Collaborate with senior colleagues across The Trust to seek out opportunities for consistent approaches and strategies across the family of academies



- Identify priorities and drive forward new initiatives
- Ensure appropriate induction of new staff
- Celebrate team or individual success
- Feedback to the Headteacher and other stakeholders e.g. governors

**The applicant will be required to safeguard and promote the welfare of children and young people. The Deputy Headteacher is expected to demonstrate this commitment to safeguarding and promoting the welfare of children and young people and is expected to hold all staff and volunteers accountable for their contribution to the safeguarding regulations.**

*This appointment is with Cidari Education (the employer) under the terms of the National Society contract.*

*This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to Deputy Headteacher.*